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INCORPORATED CH-1 of 30 APR 92
22 JUN 94

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 7310.1E
~~OP-51~~ OP-05E
19 September 1986

CH-1 of
30 APR 92
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OPNAV INSTRUCTION 7310.1E

From: Chief of Naval Operations

Subj: REPORT OF FLYING HOURS AND RELATED COSTS

Ref: (a) Navy Comptroller Manual, Volume 2

Encl: (1) OPNAV 7310-3A Report (AUTODIN Transmission Input File
and Data Record Description)

1. Purpose. To establish revised procedures for reporting flying hours, related cost and fuel consumption rates to the Chief of Naval Operations (CNO) (OP-51C), to permit monitoring of the Flying Hour Program (FHP), and to allow for the development of planning factors to be used in FHP projections.

2. Cancellation. OPNAVINST 7310.1D.

3. Reporting Requirements

a. For reporting purposes, this instruction applies only to FHP data being consolidated and forwarded to the CNO (OP-51C) by the Commandant of Marine Corps; the Commander in Chief Naval Forces Europe; the Commander Naval Air Force, U.S. Atlantic Fleet; the Commander Naval Air Force, U.S. Pacific Fleet; the Commander Naval Air Reserve Force; the Chief of Naval Education and Training; and the Commander Naval Recruiting Command. Subordinate units will continue to report flying hours and related cost information following reference (a) and local directives issued by appropriate major claimants and type commanders.

(1) The Flying Hour Cost Autodin Report. OPNAV 7310-3A Reports will be submitted by those commands outlined in paragraph 3a, above, using the format outlined in enclosure (1) of this instruction.

(2) Hours to be Reported. Flying hours in model (Type Equipment Code) detail for the cumulative fiscal year to date will be reported in the Total Mission Requirements (TMR) format, Training, Battle Group Operations and Service Support. Flying hour totals reported must represent only those hours for which Operations and Maintenance (Navy/Marine Corps) funds have been allocated to the report originator.

(3) Quarterly Reporting and Audit. Reporting responsibility rests with the major funding commands. OPNAV 7310-3A reports shall be prepared for each fiscal quarter beginning with the first quarter of the fiscal year. Each subsequent quarter shall contain cumulative fiscal year to date totals or rates as applicable. The report shall be forwarded in sufficient time to reach the CNO (OP-51C) no later than the 15th of the month following the quarter being reported. The CNO (OP-51C) will consolidate data from OPNAV 7310-3A reports, and issue an OP-20 exhibit each quarter outlining actual flight hours, associated costs and consumption rates. OP-20 exhibits will then be forwarded to each command outlined in paragraph 3a. The OP-20 exhibits must be carefully reviewed by each command to ensure that the exhibits accurately reflect their input data. Discrepancies shall be reported to the CNO (OP-51C) and corrected in the next transmission. An OP-20 exhibit reflecting an entire year of actual data will be published within ninety days after the end of each fiscal year.

4. Definitions

a. Training Hours: Those Primary Mission Area (PMA) hours needed to satisfy own unit aircrew training requirements as specified in U.S. Marine Corps Training and Readiness Manuals and Navy type commanders directives. This category includes "overhead" hours flown in support of own unit training.

b. Operational Hours: Those PMA hours in excess of training requirements which are flown in response to operational tasking. Operational hours are required for the following purposes:

- (1) Integrated air wing training
- (2) Integrated battle group training
- (3) Surveillance of potential threats
- (4) Exercises - U. S./multi-national
- (5) Special Operations
- (6) Tactical Development
- (7) Support of Marine Division

c. Service Support Hours: Those non PMA hours flown in response to tasking. Service support hours are required for the following:

- (1) Ship/other aircrew training
- (2) Logistics
- (3) Orange Air
- (4) Test and evaluation

5. Action

a. Reporting responsibility rests with major funding commands indicated in paragraph 3a and reports shall be submitted as applicable.

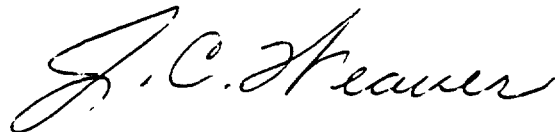
b. Appropriate major claimants or sub-claimants shall issue reporting guidance for units under their control.

c. Commands having reporting responsibility, as assigned in paragraph 3a will submit to CNO (OP-51C) a report of the End of Cycle Adjustments three months after the close of each fiscal year. These adjustments will be due in CNO by 15 January.

d. The file built with this data is used by CNO (OP-51C) to monitor flying hour execution, to generate planning factors for future programs, to respond to high level inquiries and audit reviews. It is of the utmost importance that the data reported be accurate and timely.

6. Reports. The reporting requirement contained in paragraph 3a(1) has been assigned symbol OPNAV 7310-3A and is approved for three years only from date of ~~this directive~~ CHANGE TRANSMITTAL 1.

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J. C. WEAVER
By direction

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(See page 4)

OPNAVINST 7310.1E

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OPNAV 7310-3A AUTODIN TRANSMISSION INPUT RECORD DESCRIPTION AND
DATA RECORD DESCRIPTION

A. Pertinent Transmission Data

Precedence	-	Routine
LMF	-	CC
Classification	-	Unclassified
Addressee	-	CNO (NAVPECOS)
Content Ind	-	ZZEZ
Remarks	-	Pass to OP-51C. This data audited by (include Name, Title, Autovon Phone Number of Certifying Official).
Addressee Routing Indicator	-	RUENNCA

B. Text Trailer No. 1 (First Part of Message Text)

<u>Column</u>	<u>Content/Remarks</u>
1-6	"TEXHDR"
8-11	"NAVY"
12-18	"65L1017"
32	If original submission leave blank. If resubmission use R
34-40	"MESSAGE"
46-49	"0080"
51-52	"01"
54-80	Identify Addressee and originator, e.g. CNO OP-51C From CNET

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C. Data Record Format

<u>Record Position</u>	<u>Picture</u>	<u>Data Item</u>
1	A	Funding Command
2-7	99999A	Program Element
8-11	AAAA	Type Equipment Code
16-20	99V999	Hourly Fuel Consumption Rate (Barrels)
21-27	99999V99	MNT Costs Per Hour
28-34	99999V99	DLR Costs Per Hour
35-40	999999	Training Flight Hours
41-46	999999	Operational Flight Hours
47-52	999999	Support Flight Hours
53-58	999999	Total Flight Hours
59	9	Fiscal Year Quarter

(1) The following funding command codes may be used in record position 1 of the Data Record Format.

A	CINCLANTFLT	B	CINCPACFLT	C	CNET
D	COMNAVAIRESFOR	E	CINCUSNAVEUR	I	CMC
K	COMNAVCRUITCOM				

(2) Program Elements reported in record position 2 through 7 will include only those approved elements contained in the Congressional OP-20 Exhibit promulgated by the CNO (OP-51C) for the year being reported.

(3) Type Equipment Codes (TECs) reported in record positions 8 through 11 will reflect only those Type Model Series (TMS) Aircraft (or funding lines for Fleet Ferry and Drug Interdiction) contained in the program element reported in record 2 through 7 and outlined in the Congressional OP-20 Exhibit issued by the CNO (OP-51C) for the year being reported. TECs for TMS aircraft not contained in the aforementioned OP-20 exhibit or reported in the wrong program element will be rejected.

(4) Data in record positions 16 through 58 will be cumulative fiscal year to date totals or rates, as applicable.

(5) Rates reported in record positions 21 through 27 will include all organizational and intermediate level maintenance costs, administrative support costs and any pro-rated contract maintenance costs for those aircraft under contract maintenance support e.g. UC-12, CT-39, F-5, etc.

(6) End of cycle reports will be indicated by a 5 in the data record format, record position 59.